

NOTICE TO CONSULTANTS
Request for
Statement of Qualifications
for Professional Services
NPDES PUBLIC EDUCATION PROGRAM 2005-2006

The Department of Environmental Services, City and County of Honolulu, is soliciting Statements of Qualifications from qualified professionals to conduct an NPDES Public Education Program for 2005-2006 (June 20, 2005 to June 21, 2006) to provide professional services to develop and implement a public education program for the City as part of the City's storm water and wastewater NPDES permit requirements.

Any person or firm who is interested in being considered in providing services for the project should submit a letter of interest together with three copies of a Statement of Qualifications (SOQ) to the Director, Department of Environmental Services, City and County of Honolulu, 1000 Ulukouia Street, Suite 308, Kapolei, Hawaii 96707.

The SOQ should include information and/or declaration for each of the following criteria categories:

- (1) The name of the firm or person, the principal place of business, and locations of all its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) The education, training, and qualifications of key members of the project team;
- (4) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (5) Any promotional or descriptive literature which the applicant desires to submit;
- (6) Conflicts of interest in performing services for the City and County of Honolulu;
- (7) Qualifications for small business enterprise, minority firm, women's business enterprise or disadvantaged business enterprise;
- (8) Specialized experience and technical competence related to the types of services requested. Modified Standard Federal Form 255 is recommended as a format for providing information. Copies of the form may be downloaded from the City website (www.co.honolulu.hi.us/pur/form255.htm) or picked up at the Office of the Division of Purchasing, Department of Budget and Fiscal Services, 530 South King Street, Room 115, Honolulu, Hawaii, 96813. Telephone (808) 523-4682.
- (9) Examples of similar work the team or firm has completed within the past five years, including dates.
- (10) Capacity to perform the work within the specified time limitations. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address this category. This listing shall include the name of the project, total contract cost, percent completed and estimated date of completion.

Any questions regarding this project may be directed to Mr. Randall Wakumoto, at (808) 692-5207.

The letter of interest and SOQ must be submitted no later than 4:30 P.M., May 23, 2005, to the Department of Environmental Services above listed address.



MARY PATRICIA WATERHOUSE, Director
Department of Budget and Fiscal Services
By order of MUFU HANNEMANN, MAYOR
City and County of Honolulu

